

# Training Cheat sheet

May 2020 edition

## CONFIDENTIALITY / DATA INTEGRITY POLICY

Security Agreement

Cannot load the Rich Text Edit Control because the specific file cannot be found. pbtctext190.dll : Built-in Rich Edit Control

▶ Enter Social Security Number:  -  -

▶ Re-enter Social Security Number:  -  -

## AWS UAT

Security Agreement

**MASSACHUSETTS ONE STOP EMPLOYMENT SYSTEM (MOSES)**  
**DATA INTEGRITY AND CONFIDENTIALITY AGREEMENT**

I, Moses , at the Southbridge Career Center, as an employee of the Executive Office of Labor and Workforce Dev (EOLWD), or user of EOLWD resources, I hereby acknowledge that as part of my official duties I may acquire or have access to confidential information including but not limited to unemployment insurance information (including wage records), medical information (including information regarding workplace injuries and treatment), employment service information, federal information (FTI), and personal data (the "Information").

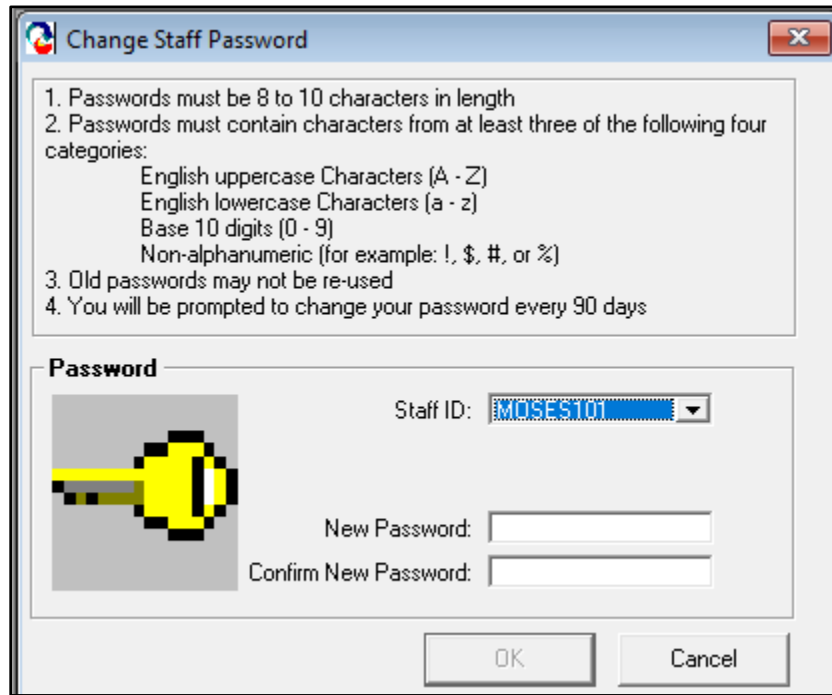
The data maintained in the MOSES system is protected by the confidentiality laws of the Commonwealth of Massachusetts

▶ Enter Social Security Number:  -  -

▶ Re-enter Social Security Number:  -  -

Must Agree or it will close their account. In Production MUST print out and manager keep on file.

## PASSWORD



A screenshot of a Windows-style dialog box titled "Change Staff Password". The dialog box has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there is a list of four password requirements: 1. Passwords must be 8 to 10 characters in length. 2. Passwords must contain characters from at least three of the following four categories: English uppercase Characters (A - Z), English lowercase Characters (a - z), Base 10 digits (0 - 9), and Non-alphanumeric (for example: !, \$, #, or %). 3. Old passwords may not be re-used. 4. You will be prompted to change your password every 90 days. Below the requirements, there is a section labeled "Password" which contains a yellow key icon, a "Staff ID:" dropdown menu showing "MOSES10", and two text input fields labeled "New Password:" and "Confirm New Password:". At the bottom right of the dialog are "OK" and "Cancel" buttons.

**Change Staff Password**

1. Passwords must be 8 to 10 characters in length
2. Passwords must contain characters from at least three of the following four categories:
  - English uppercase Characters (A - Z)
  - English lowercase Characters (a - z)
  - Base 10 digits (0 - 9)
  - Non-alphanumeric (for example: !, \$, #, or %)
3. Old passwords may not be re-used
4. You will be prompted to change your password every 90 days

**Password**

Staff ID:

New Password:

Confirm New Password:

OK Cancel

You can either let them pick their own password OR just assign them one.

I always assign a password. Like: Abcd124

**Job Seeker Search Criteria:**

Job Seeker Id: 11368385  
*(Bonnie Haven from Amherst)*

Last Name: Mom

Social Security Number: 896-70-4546  
*(Bud Light from Brewster)*

Claimant Number: 1959664  
*(Lin Manuel Miranda from Hamilton)*

MOM

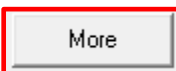
Search (Last Name)

The screenshot shows the 'Job Seeker Search' application window. The 'Type of Search' section has 'Last Name' selected. The search criteria is 'mom'. The search results table displays the following data:

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
###-##-4714	MINGFENG	MOM	06/09/1953	12266677	11 Chisholm Ter, Roslindale	10152364
###-##-3721	Taimur	MOM	01/06/1994	12847943	8 Swifits Beach rd, Unit #3, W	10556107
###-##-5926	Brianne	MOMAN	08/20/1954	12542978	44 Warren St, Arlington	10511854
###-##-6213	Jeanellys	MOMAN	10/14/1970	12861079	313 Loop Rd, Savoy	10817552
###-##-3126	Dawin	MOMANEY	09/20/1958	12397814	14 N Chatsworth Ave Apt 5M,	10296989
###-##-7491	KRZYSZTOF	MOMANEY	07/04/1958	10937296	53 Penn St, Leominster	1220353
###-##-7977	SIRINA	MOMANEY	10/24/1945	12038298	11 Morton St, Somerville	
###-##-7377	Zafara	MOMANEY	01/29/1968	12751750	295 Columbus ave Apt 1, Pitts	10698227
###-##-2522	Headdy	MOMBELEUR	11/07/1952	11441773	67 COLBORNE ROAD APT 6	
###-##-4864	Jaelynn	MOMBELEUR	02/18/1986	10330220	150 Summit St, Manchester	2014366
###-##-4674	NECKIA	MOMBELEUR	05/23/1994	12235848	279 Farrington St., Quincy	
###-##-2306	Sevostyan	MOMBELEUR	04/02/1982	12676681	2349 42nd St, Sacramento	10598064

Row 1 of 50

Buttons: Eligibility, Eligibility Criteria, Match Criteria, Run Match, Trade, Edit, Add, Delete, Close



point out MORE button. Data Displays in batches of 50.

The screenshot shows the 'Job Seeker Search' application window. The 'Type of Search' section has 'Last Name' selected. The search criteria is 'mom'. The search results table displays the following data:

SSN#	First Name	Last Name	Date of Birth	Job Seeker ID	Address	Claimant ID
928-77-2899	Alice	Mom	03/02/1989	12192648	127 WASHINGTON ST APT	
###-##-1173	Ann	Mom	04/05/1999	13027048	67 Russelt Hill Rd, Haverhill	11133461
###-##-2179	Bethany	Mom	03/14/1987	11814837	1433 MASSACHUSETTS AVE	
###-##-6304	Beverly	Mom	09/10/1949	11808560	PO BOX 165, BRYANTVILLE	
992-87-7678	Brad	Mom	10/20/1967	10925547	11 School St, South Easton	1554719
###-##-0275	Chad	Mom	08/07/1982	12059164	15 SWEENEY LN, PLYMOUTH	
###-##-5846	Alanys	MOM	09/17/2000	12653069	15 Keyes Drive Apt. 4, Peabod	
###-##-5108	Anniel	MOM	01/30/1944	12605391	90 Wyoia Dr Apt 1, Worcester	10532355
###-##-8734	Christine	MOM	02/04/1958	12045966	50 RESERVOIR AVE, REVER	
###-##-0337	Crawfor	MOM	02/27/1956	11761334	13 Merrimac Street, Amesbury	574843
###-##-5586	drANDREW	MOM	02/28/1958	12476893	143 Tedesco St, Marblehead	10389898
###-##-9920	KANYAPHON	MOM	05/26/1990	11534709	61 Rolling Green, Amherst	10440187

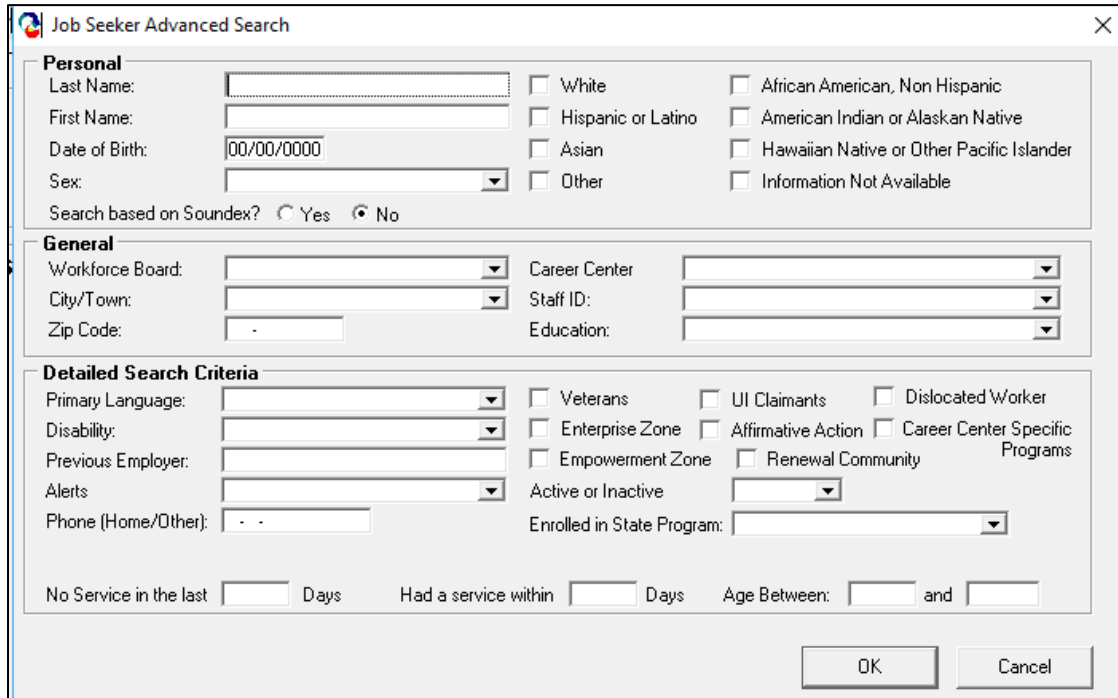
Row 1 of 171

Buttons: Eligibility, Eligibility Criteria, Match Criteria, Run Match, Trade, Edit, Add, Delete, Close

Point out "Alice" and "Brad"

fake socials (900 #)

## Advanced Search



**Job Seeker Advanced Search**

**Personal**

Last Name:  ☐ White ☐ African American, Non Hispanic

First Name:  ☐ Hispanic or Latino ☐ American Indian or Alaskan Native

Date of Birth:  ☐ Asian ☐ Hawaiian Native or Other Pacific Islander

Sex:  ☐ Other ☐ Information Not Available

Search based on Soundex? ☐ Yes ☒ No

**General**

Workforce Board:  Career Center:

City/Town:  Staff ID:

Zip Code:  Education:

**Detailed Search Criteria**

Primary Language:  ☐ Veterans ☐ UI Claimants ☐ Dislocated Worker

Disability:  ☐ Enterprise Zone ☐ Affirmative Action ☐ Career Center Specific Programs

Previous Employer:  ☐ Empowerment Zone ☐ Renewal Community

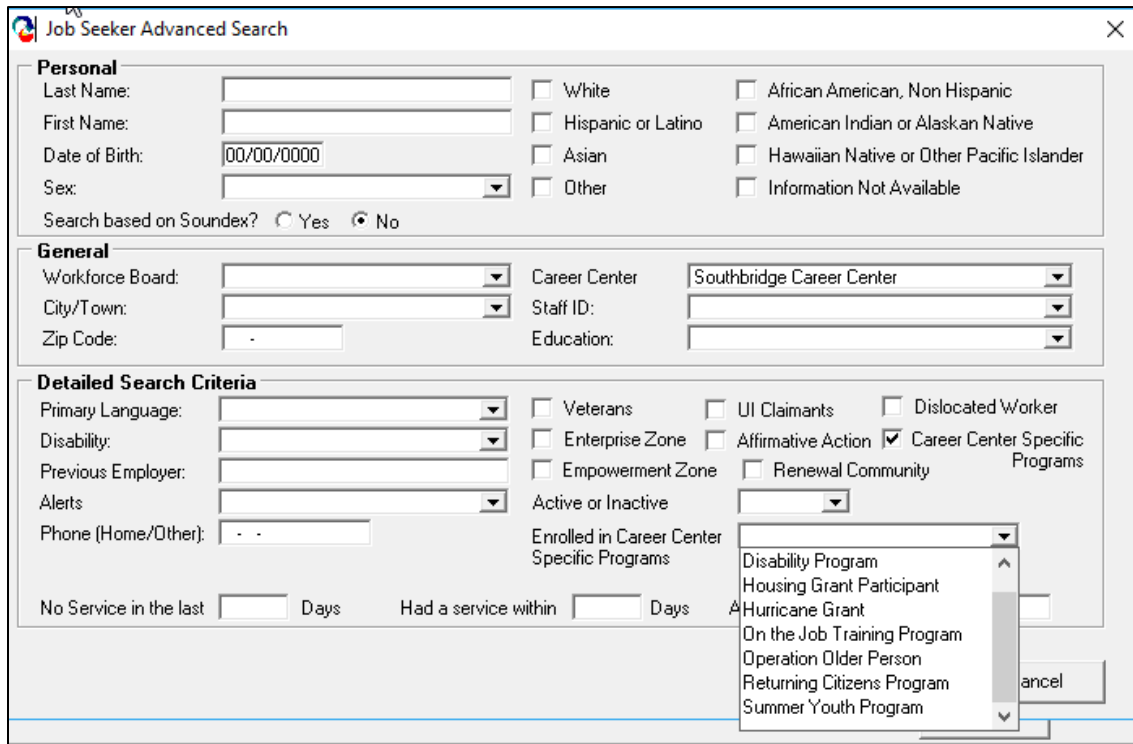
Alerts:  Active or Inactive:

Phone (Home/Other):  Enrolled in State Program:

No Service in the last  Days Had a service within  Days Age Between:  and

OK Cancel

## Advanced Search – Career Center Programs



**Job Seeker Advanced Search**

**Personal**

Last Name:  ☐ White ☐ African American, Non Hispanic

First Name:  ☐ Hispanic or Latino ☐ American Indian or Alaskan Native

Date of Birth:  ☐ Asian ☐ Hawaiian Native or Other Pacific Islander

Sex:  ☐ Other ☐ Information Not Available

Search based on Soundex? ☐ Yes ☒ No

**General**

Workforce Board:  Career Center:

City/Town:  Staff ID:

Zip Code:  Education:

**Detailed Search Criteria**

Primary Language:  ☐ Veterans ☐ UI Claimants ☐ Dislocated Worker

Disability:  ☐ Enterprise Zone ☐ Affirmative Action ☒ Career Center Specific Programs

Previous Employer:  ☐ Empowerment Zone ☐ Renewal Community

Alerts:  Active or Inactive:

Phone (Home/Other):  Enrolled in Career Center Specific Programs:

No Service in the last  Days Had a service within  Days Age Between:  and

Cancel

NOTE: Southbridge Career Center office and Career Center Specific Programs

## Work History

Red Sox, the old standby (*in case you do not use local employer*).

Job Seeker Membership (Werk, Ivana)

Werk, Ivana SSN: XXX-XX-0013 ID: 12877193

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

Employment History

Company Name: [Red Sox]

Work History Details

Work History Detail | Additional Benefits

Company

Name: [Red Sox] City: [Boston] State: [Massachusetts]

Employer ID: [1248628]

Job Description

Occupational Code: [1459902]

Job Title: [Not Listed]

Other Details

Main Duties: [Not Listed]

Display to Employer: [Not Listed]

Reason For Leaving: [Not Listed]

Additional Info

NAICS Code: [1185013]

NAICS Sector: [307]

NAICS Subsector: [223]

NAICS Ind Group: [3085]

NAICS Industry: [4 Yawkey Way]

NAICS US Industry: [Boston]

Search Results

Company Name	Employer ID	Phone Number	Address	FEIN No.
Boston Red Sox	1248628	(666)666-6666	Not Listed	Not Listed
Boston Red Sox	1459902	(999)999-9999	Not Listed	Not Listed
BOSTON RED SOX BASEBALL CLUB	1185013	(307)223-3085	4 Yawkey Way,	Boston
Boston Red Sox Baseball Club	1147316	(307)237-6115	24 Yawkey Way,	Boston
Boston Red Sox Baseball Club LTD PRS	1347430	(307)223-3555	Fenway Park,	Boston
Home Base Program	1205756	(307)721-8252	101 Merrimac Street,	Boston
The Boston Red Sox	1292712	(307)223-3555	4 Yawkey Way,	Boston

Use 24 Yawkey Way location. Mention reason for “duplicates” and what JQ is.

Employer Search

Type of Search

Search By

Company Name

Employer ID

Phone Number

FEIN

Search Criteria: Red Sox

Search

Search Results

Company Name	Employer ID	Phone Number	Address	FEIN No.
Boston Red Sox	1248628	(666)666-6666	Not Listed	Not Listed
Boston Red Sox	1459902	(999)999-9999	Not Listed	Not Listed
BOSTON RED SOX BASEBALL CLUB	1185013	(307)223-3085	4 Yawkey Way,	Boston
Boston Red Sox Baseball Club	1147316	(307)237-6115	24 Yawkey Way,	Boston
Boston Red Sox Baseball Club LTD PRS	1347430	(307)223-3555	Fenway Park,	Boston
Home Base Program	1205756	(307)721-8252	101 Merrimac Street,	Boston
The Boston Red Sox	1292712	(307)223-3555	4 Yawkey Way,	Boston

Row 1 of 7

More

Select Close

## Events

**Job Seeker Scheduled Events**

**Event Schedule**

Event Name	Location	Career Center	Schedule Date	Schedule Time	Participants/ Openings	
Avoiding the Black Hole	Nipmuck Classroom	Southbridge Career Cente	08/03/2020	09:00 AM	0/25	
Veterans Training Info Meeting	Nipmuck Classroom	Southbridge Career Cente	08/03/2020	02:00 PM	0/25	
Career Center Seminar	George T Angell Confer	Southbridge Career Cente	08/04/2020	09:00 AM	0/25	
The Resume & Cover Letter	George T Angell Confer	Southbridge Career Cente	08/04/2020	02:00 PM	0/25	
CR101CareerReadinessWorkshc	American Optical Comp	Southbridge Career Cente	08/05/2020	09:00 AM	0/25	
Dress for Success	Quinebaug River Classr	Southbridge Career Cente	08/06/2020	09:00 AM	0/25	
Ace the Interview	Quinebaug River Classr	Southbridge Career Cente	08/06/2020	01:00 PM	0/25	
Career Center Seminar	Nipmuck Classroom	Southbridge Career Cente	08/07/2020	07:30 AM	0/25	
Labor Market Research	American Optical Comp	Southbridge Career Cente	08/07/2020	09:00 AM	0/25	
Zoo Shows, Inc.	George T Angell Confer	Southbridge Career Cente	08/07/2020	01:00 PM	0/25	

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Search Criteria**  
Job Seeker/Employer:  
☒ Job Seeker ☐ Employer  
Career Center:  
Southbridge Career Cente  
Events:

Selected Date

Show Selected Week

Show Selected Month

Row 1 of 10

Participants

Edit

Add Event Schedules

Delete

Close

Review Icons, and Search Criteria.

## **Job Search**

You will need to do a search for Jobs and see what is in the database from the most recent Build (April 27, 2020)

Or if you know job classifications that your career center is posting